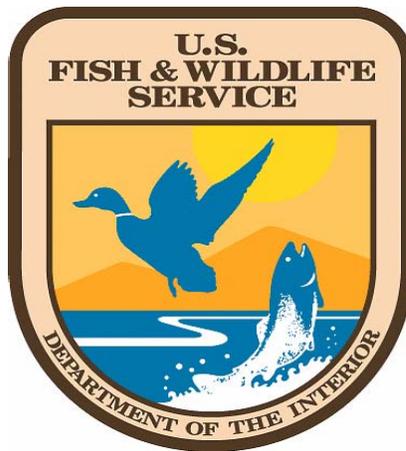


U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT

REPORT FORM



_____ 2nd _____ Quarter, Fiscal Year 6 04

Part I. Recruitment Activities

A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE**	CATEGORY ***	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
2/03/04	Career Fair	Adams State College, Alamosa, Colorado	Hispanic Serving Institution (HACU)	\$0.00	Diversity and Civil Rights (DCR) Chief, Human Resource (HR) Specialist, and a Refuge Operations Specialist, from Alamosa Monte Vista, National Wildlife Refuge (NWR)	Job Fair \$35.00, Travel cost \$186.28
2/18/04	Career Fair*	Colorado State University (CSU), College of Natural Resources & College of Agricultural Sciences, Fort Collins, Colorado	CSU is an Associate Member of HACU	\$0.00	DCR staff member, HR Specialist, and a Refuge staff member	Job Fair \$25.00 with a total cost of \$50.00 (two booths)
<p>Comments: * One hire: Student Career Employment Program (SCEP) appointment, GS-499-04 (this will not be effective until FY04 3rd Quarter).</p>						

B. Disabled Recruitment Initiatives

January 8, 2004 - A DCR staff member attended and participated in the quarterly Cerebral Palsy of Colorado, Business Advisory Council (BAC) meeting.

January 15, 2004 - A DCR staff member attended the Community College of Denver, Recognizing Ongoing Opportunities through Success (ROOTS) Program, BAC meeting, and spoke about the U.S. Fish and Wildlife Service (FWS) Disability Program. The main content focus was on what is required when a person with a targeted disability applies for a Federal position.

January 22, 2004 - A DCR staff member presented a presentation on Schedule A appointments to a panel of the Division of Vocational Rehabilitation (DVR) supervisors. Topics included were: resumes, OF-612s, disability codes, accommodations, and interviewing. The purpose of this presentation was to educate supervisors, so they could train their counselors in assisting clients with targeted disabilities in applying for Federal positions.

February 5, 2004 - A DCR staff member met with a Veterans Employment Specialist, from the Colorado Department of Labor and Employment (CDOL), Department of Veteran Affairs (VA), to discuss the special hiring authorities available for veterans that have service connected disabilities.

February 6, 2004 - The DCR office hosted a Colorado Business Leadership Network (BLN) meeting which presented the High School/High Tech Program. This is a comprehensive program sponsored by CDOL, Office of Disability Employment Policy (ODEP), which prepares students with disabilities for high technical careers. This meeting was attended by more than 20 persons from private, State of Colorado, and Federal agencies.

March 2004 - A DCR staff member reviewed the Workforce Recruitment Program (WRP) database and recommended six students with disabilities for possible summer placement. The DCR Chief presented this information to the Assistant Regional Directors (ARDs) for their consideration.

March 12, 2004 - A DCR staff member presented a training session on Schedule A hiring authority to 14 students with disabilities and one college administrator of the ROOTS program. The main focus of this training session was: how access and use USAJOBS, resume building, knowledge skills abilities (KSA) writing, and the certification needed from the DVR.

March 19, 2004 - A DCR staff member attended the monthly Vocational Rehabilitation Connect (VRC) meeting and participated in a roundtable discussion on navigating the state and Federal application processes for persons with disabilities.

March 26, 2004 - A DCR staff member attended a kickoff presentation of the BLN's High School/High Tech Program. This program promotes: science, math, engineering, technology careers, volunteering, mentoring, and internship opportunities for students with disabilities.

Resumes

A total of 14 resumes received this quarter from individuals, Colorado DVR, VA, ROOTS, and Computer Training for People with Disabilities (CTPD) Programs.

Interviews

This quarter, a DCR staff member, arranged with two supervisors, for five persons with targeted disabilities, to interview for positions within the Regional Office.

January/February 2004 - A DCR staff member interviewed and met with a person that had a targeted disability to assist in organizing his resume/accomplishments as preparation for applying for Federal positions.

February 2004 - A DCR staff member pre-interviewed four candidates for potential Schedule A appointments.

March 23, 2004 - A DCR staff member interviewed a person with a visual impairment who is seeking an administrative work experience position.

Placements

None this quarter.

C. Other Recruitment Activities

February 24, 2004 - The DCR Chief, two DCR staff members, and a HR Specialist, attended the Office of Personnel Management (OPM), Working for America Recruitment Fair, in Denver, Colorado. Region 6 is a part of the Department of the Interior (DOI) Diversity Coalition West and the coordinated DOI's presence at the fair. This included Bureau of Reclamation (BOR); National Park Service (NPS); Bureau of Land Management (BLM); Bureau of Indian Affairs (BIA), National Business Center (NBC); Minerals Management Service (MMS), Office of Surface Mining (OSM), and Interagency Fire Positions. The Region contributed \$600.00 for recruitment materials developed by the Coalition and \$245.00 for the exhibit set-up. The DOI recruitment booth was secured and the various bureaus shared the cost. The coalition reviewed the all of the Applicant Survey Sheets collected, responded by E-mail, and shared as appropriate. The attendance at the fair was over 10,000 individuals.

Part II. Outreach and Educational Programs

DATE	PROGRAM/ACTIVITY	COST
3/19-21/04	The DCR Chief, and a DCR staff member, attended the Denver Federal Executive Board (DFEB), American Indian Program Council (AIPC), Denver March Pow Wow, in Denver, Colorado. The AIPC is a sub-committee of the DFEB Equal Employment Opportunity (EEO) Workforce Diversity Council. The AIPC serves as liaison between Federal agencies and the American Indian Tribes and Nations, organizations, and individuals to increase awareness of Federal employment. The DFEB booth represented many Federal agencies. Region 6 provided employment and educational information. The attendance at the Pow Wow was over 40,000 individuals.	The Region contributed \$250.00 to the DFEB for the expense of the booth space.
Comments: None		

Part III. Retention and Career Development Activities

A. Career Development Activities

The Stepping Up to Leadership Program, session seven and eight, selections include four White females.

On March 22, 2004 - The Regional Director (RD) issued an Individual Development Plan (IDP) Policy, which supports the Service's September 3, 2003, policy on IDPs

February 5, 2004 - Region 6 employees attended the DOI Government Wide Forum. The guest speaker was Mr. Jim Loehr, author of "The Power of Full Engagement." The forums are designed to help government employees broaden their knowledge of leadership and quality of life issues. Cost for this event was \$1,125.00.

B. Mentoring and Coaching Programs

On March 19, 2004 - The RD issued a memorandum establishing a Regional Mentoring Program. The program has developed a concept paper and charter. The purpose of the program is to facilitate the development of employees, by tapping knowledge and experience within the Service in a personal, interactive manner.

C. Family/Work Life Initiatives

February 6, 2004 - A DCR staff member sent out an E-mail about "National Wear Red Day for Women," encouraging all Regional Office employees to wear red in support of women who have been touched by cardiovascular disease. Information was sent out about heart disease from the American Heart Association.

March 17, 2004 - A DCR staff member who is a member of the Majority and Moral (M&M) Committee help plan a luncheon for St. Patrick's Day. This was a free lunch for all Regional Office employees. The staff member designed the fliers and participated in the event.

Region 6 continues to encourage employees to enroll in a fitness program by reimbursing half of the annual fees with a signed agreement that the employee will participate three days a week.

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
Month of January 2004	Martin Luther King Jr., Birthday	Display case was filled with information and posters	All	All		DCR	\$0.00
1/28/04	2004 DFEB Diversity Training, MLK Jr., Commemoration	The DFEB Training Commemoration of Dr. Martin Luther King Jr.	1	5	4	DFEB	\$210.00 (35 X 6)
1/28/04	Audio Conference on How to Handle Psychiatric Disabilities in the Workplace	Disability Awareness Training	8	17	1.5	Thompson Publishing Group Inc.	\$299.00
Month of February 2004	Black History	Display case was filled with information, posters, and bookmarks	All	All		DCR	\$65.15
2/02/04	The Colorado Conference for Women	Communication skills, and professional development	1	0	8	Skill Path Seminars	\$149.00
2/4/04	Satellite Broadcast on Ethic Training	The broadcast covered criminal statutes, Standards for Conduct, and the Hatch Act	* 40		1.5	DOI Ethic Office	\$0.00
2/11/04	Teleconference on Shielding Your Federal Agency From Harassment Liability	Harassment Liability Training	4	15	1.5	LRP Seminars presented by Mr. Sam Vitaro	\$250.00
2/10-11/04	Denver Conference on State and Federal Personnel Laws	Updates on Federal Personnel Laws	0	2	16	HR Council	\$798.00 (399 X 2)

2/25/04	Teleconference on Personal Assistance Services in the Workplace	ADA Training	1	1	1.5	Center for Personal Assistance Services (PAS)	\$0.00
Month of March 2004	Women History Month	Display case was filled with information, posters, bookmarks, and pencils	All	All		DCR	\$120.65
3/3/04	Native American Sensitivity Training	Understand the uniqueness and diversity of Native Americans	3	1	8	DOI University	\$312.00 (78 X 4)
3/09/04	Getting a Grip on Grammar	Basic Grammar Training	2	0	16	DOI University	\$0.00
3/18/04	Basic EEO Training for Mangers	EEO Training for New Managers	0	10	4	DCR Staff	\$0.00
3/22/04	Conflict Intervention Strategies in the Workplace	ADR Training	2	0	8	Accelerated Dispute Resolution	\$300.00 (150 X 2)
3/31/04	Reasonable Accommodation and the ADA	Workshop on ADA	1	0	2	Rocky Mountain Disability & Business Technical Assistance Center	\$0.00
Comments: * This amount is a combination of employees and supervisors.							

Part V. Management Accountability/Noteworthy Activities

The Region continues as an active member of the DOI Diversity Coalition West and hosted meetings in January and March 2004. Present were the BOR, NPS, BLM, MMS, OSM, NBC, USGS, and DOI Interagency Fire staffs involved in diversity/recruitment initiatives for their bureaus. At the January meeting, Mr. John Gritts, Director of Tribal College Relations, American Indian College Fund was a guest speaker. There was a discussion on the Department's Three-Year Plan to support the White House initiative on Tribal College and Universities (WHITCU). Also, discussed were items related to the consolidated effort at the OPM Recruitment Fair.

The DCR office continues in Alternative Dispute Resolution (ADR) services. This includes serving as mediators for the DFEB ADR Consortium and DOI CONflict REsolution (CORE) and InterioResolutioNetwork (IRN). During this quarter, DCR staff members served as mediators for NPS, USGS, and the Office of Solicitor and there were settlement for two of the mediations. DCR staff members attended the meetings of the cadre of mediators and for the DOI cadre developed an evaluation form. A staff member participated in a CORE conference call as refresher training on the Bureau's ADR policy and reporting requirements.

A DCR staff member, who serves as the Region's Disability Program Manager, conducted a briefing on reasonable accommodation for the ARD of Migratory Birds & State Program (MBSP), and Budget & Administration (BA), and appropriate staff members. This was related to a specific reasonable accommodation request and emergency evacuation procedures.

The Region's Diversity Committee continues to meet and is working on a mission statement.

On a weekly basis, a DCR staff member E-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women's, Hispanic, and Disabled)

January 13, 2004 - A DCR staff member attended the DFEB AIPC meeting. The meeting focused on planning for the March 2004 Pow Wow in Denver, Colorado.

February 19, 2004 - A DCR staff member attended the DFEB HEP meeting. Diversity and outreach initiatives were discussed as well as sharing of vacancies including Student Educational Employment Program (SEEP) information.

March 30, 2004 - A DCR staff member attended the Hispanic Employment Program (HEP), meeting. The guest speaker was Mr. Dan Solis, President, of the National Organization for Mexican American Rights (NOMAR), who spoke about Hispanic employment issues, and starting a Denver Chapter of NOMAR. Diversity and outreach initiatives were discussed as well as sharing of vacancies including SEEP information.

B. Student Educational Employment Program (SCEP and STEP)

On January 11, 2004, Refugees placed a Black male, as a STEP, Assistant Park Ranger, GS-025-02. This student, who attends Montebello High School, was a participant and winner in the Rock Mountain Arsenal (RMA) Wildlife Society Scholarship Essay Contest that were awarded at the Bluestem Banquet during NWR Week in October 2003.

On January 11, 2004, Refugees placed a Hispanic female, as a STEP, Clerk, GS-303-01. This student, who attends Montebello High School, was a participant and winner in the RMA Wildlife

Society Scholarship Essay Contest that were awarded at the Bluestem Banquet during NWR Week in October 2003.

On February 8, 2004, Ecological Services, converted and promoted a STEP, from a Clerk, GS-303-4, to a Biological Science Technician, GS-404-05. The student is a White female.

On February 23, 2004, Fisheries placed a White female, as a SCEP, Student Trainee (Fish & Wildlife) GS-499-04.

On March 21, 2004, Refuges placed a White male, as a SCEP, Student Trainee (Wildlife), GS-499-07.

C. Summer Employment Program

Region 6 selected an intern from the Environmental Careers Organization (ECO) 2004 Conversation Career Diversity Internship Program. The placement will be a cooperative position between Ouray National Fish Hatchery and Ouray NWR, in Randlett, Utah. The student, who is completing her freshman year at the University of Notre Dame, will begin her twelve-week placement on May 17, 2004. The student is a minority female.

Region 6 will be involved in the City and County of Denver Mayor's Youth Employment Program. The program places students in city, state, and Federal agencies, private businesses, and non-profit organizations for summer employment. On March 1, 2004, the DCR Office hosted a meeting and the Youth Employment Program Coordinator described the program. It is projected that eight youth will be placed in the Region. This includes the program areas of Refuges, MBSP, and BA, to include the DCR office.